

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

D/OTE  
1026 CofC

EXTENSION

NO.

DATE

10 April 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/MATD

2.

3.

C/IT

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15.

Thank you for the attached memorandum. Please follow up on your suggested use as appropriate. Contact with Mr. Hall can be arranged easily through the Comptroller's Office. I really feel it would be in the Office's and the Agency's best interest to utilize Keith where he can make a contribution.

8 April 1985

MEMORANDUM FOR: Director of Training and Education

STAT FROM:

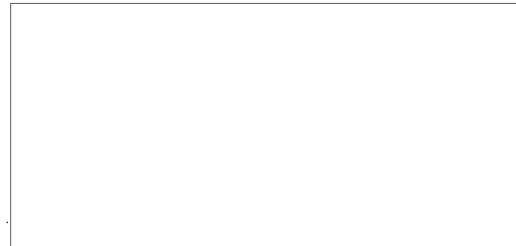
  
Chief, Management & Administrative  
Training Division

SUBJECT: Use of Keith Hall in OTE Courses

1. Keith Hall could be used most effectively in management training such as in a Budget Workshop for mid-level managers. To date there has not been a workshop on the budget for this audience although possibility of one has been discussed often. Perhaps someone like Mr. Hall could be the catalyst to bring Finance and the Comptroller together to organize one under OTE. We would propose doing one workshop for a group of carefully selected middle managers who have budget responsibilities.

2. Please let me know if you wish to discuss this idea further.


STAT



9 April 1985

MEMORANDUM FOR: Director of Training and Education

FROM:

  
Chief, Intelligence Training

SUBJECT: Keith Hall

REFERENCE: Memo for C/ITD and C/MATD fm D/OTE,  
dtd 18 March 85, same subj.

1. This memorandum responds to your request to see where we might utilize Mr. Keith Hall in Intelligence Training (IT) courses.

2. Given Mr. Hall's current positions, I believe he could best be utilized in IT courses to discuss the Senate Select Committee on Intelligence. The Committee's activities have been addressed in both the Midcareer Course and the Advanced Intelligence Seminar. The protocol we follow requires that any speakers from Congress or its committees be identified and scheduled by the Office of Legislative Liaison (OLL). To date, OLL has not identified Mr. Hall for our courses. I will be willing to encourage course directors to recommend that Mr. Hall represent the Committee in future runnings.

3. Our concern with the budget process in these courses is within the context of current trends and future prospects for Agency resources. I do not believe Mr. Hall is in a position to deal with this topic on a current basis.

4. I am also recommending that Mr. Hall be considered in our Producer/Consumer Relationship Seminar and as a speaker to our New Analyst Course where we seek to introduce new analysts to the Congressional concern about the DI product.

cc: C/PDB  
C/ATB

